Red Oak Independent School District

School Nurse (RN)

Job Title: School Nurse (RN)* **Exemption Status/Test:** Exempt/Professional

Reports to: Director of Health Services/ Principal **Date Revised:** 2019

Dept./School: Assigned Campus

Primary Purpose:

Implement district health services program to best meets the needs of the student population on the assigned campus. Provide health services to students. Promote health and safety education for students and preventive health practices for students.

Qualifications:

Education/Certification:
Graduate of an accredited professional nursing education program
Valid registered nurse license (RN) from the Texas Board of Nursing
Current automatic external defibrillator (AED) and cardio pulmonary resuscitation (CPR) certificates

Special Knowledge/Skills:
Knowledge of health appraisal to identify student health defects
Ability to implement policies and procedures
Knowledge of basic first aid
Proficient keyboarding and file maintenance skills
Ability to write routine reports and correspondence
Strong organizational, communication, and interpersonal skills

Experience:
____ years nursing experience

Major Responsibilities and Duties:

Nursing Services

1. Provide direct care using professional assessment skills, the nursing process, individualized healthcare plans (IHPs), and established school health protocols. Provide health counseling and instruction to individual students.

2. Assess student problems, communicate with parents regarding individual students, and ensure appropriate referrals and follow up as needed. Serve as a liaison between school personnel, the family, healthcare professionals, and the community.

3. Notify parents of accident or illness. Secure emergency medical care for students as needed.

4. Develop and implement individualized healthcare plans (IHPs) and evaluate outcomes of skilled and direct nursing care and procedures for medically fragile students to ensure safe integration of the student into the school environment.

5. Serve as health advocate for students.

6. Ensure that medications are administered to students according to district policy and procedures.

7. Establish and implement effective procedures for carrying out mandatory screening programs.

8. May make home visits to help with student health problems as necessary.

Instruction

9. Participate in development of campus health education curriculum, educate faculty and staff as needed on health related topics, and provide health education to individuals and groups including contributing to campus communications to parents and the local community regarding health issues.

Consultation

10. Collaborate closely with campus principal and other staff and provide leadership to ensure a healthy school environment. Work to meet the health needs of the general school population and those students with identified health conditions.

11. Participate in Admission, Review, and Dismissal Committee (ARD) meetings of students with identified health needs and develop Individual Health Plans (IHPs). Work with district personnel regarding implementation of IEP goals and services.

12. Advise campus administration in crisis or emergency situations and participate in assessment and reporting of suspected child abuse.

Administration

13. Work with health services coordinator to develop and coordinate continuing evaluation of campus health program and make changes based on findings. Develop and recommend campus policies and procedures to promote the health and wellness of students and staff.

14. Supervise, train, and participate in evaluating LVNs, unlicensed diabetes care assistants, other unlicensed assistive personnel, or other school personnel who have responsibility for assisting students with health needs.

15. Compile, maintain, and file all reports, records, and other documents required, including clinic records and accurate and confidential student health records such as immunization records, medication administration records, individual student treatment records, and IHPs.

16. Requisition supplies and equipment needed to maintain clinic inventory.

17. Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.

18. Report potential health and safety hazards to principal.

Professional Development

19. Maintain professional nursing skills and knowledge as required by the Texas Nurse Practice Act and the Texas Board of Nursing including certification for mandated screenings and Basic Life Support for Healthcare providers (CPR/AED).

Supervisory Responsibilities:

Direct the work of licensed vocational nurse (LVN) and assigned health clinic aide(s).

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard medical clinic equipment including automated external defibrillator (AED); special needs adaptive equipment; standard office equipment including computer and peripherals

Posture: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing pulling, and twisting

Motion: Frequent walking, grasping/squeezing, wrist flexion/extension

Lifting: Frequent light lifting and carrying (less than 15 pounds); may require regular heavy lifting (45 pounds or more) and position of students with physical disabilities; controlling behavior through physical restraint, assisting nonambulatory students

Environment: Exposure to biological hazards, bacteria, and communicable diseases

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

**Adapted from Recommended School Health Staff Roles published by the Texas Department of Health School Health Advisory Committee, January 14, 2013.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____